

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

February 13, 2008

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TITLE:	Chemist
POSITION NO:	09752
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$37,606 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, February 28, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

TYPICAL DUTIES: This position analyzes samples of diverse matrices to identify and quantify various chemical and microbiological constituents; performs scientific analysis on a variety of environmental samples in the areas of trace metals, nutrients, herbicides, pesticides, volatile organic compounds, dyed fuels, physical chemistry, and analytical chemistry; operates and maintains a variety of technically complex scientific instrumentation; and interprets and verifies analytical data and validates results.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of advanced chemistry principles, math and statistics; instrumental analyses; laboratory quality assurance protocols; and aseptic techniques.

Skills: Skill in problem-solving skills; organization; effective oral and written communication with others in the laboratory, governmental laboratory clients, and the general public; and in the operation of computerized instrumentation.

Abilities: Ability to conduct analyses and all aspects of procedural and instrument troubleshooting, and new test method development and validation; establish and maintain quality

assurance and safety programs; interpret the technical acceptability of test results; work independently and also as part of a team; successfully multi-task; and prioritize and organize work tasks to accomplish laboratory goals.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree and three - four years of job-related experience.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and

selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.